

Purchase/Supply Duties and Tasks

Purchase/Supply Overview

Coordinates all purchases, maintains community supplies inventory, orders and has supplies ready when needed for Walks.

Purchase/Supply Staffing

Purchase/ Supply Chairperson works with the Logistic Chairperson to coordinates the supplies needed for each walk.

If Purchase/Supply Chairperson is unable to bring supplies to camp for the walk, he will designate one other person on his team for his/her assistance.

Purchase/Supply General Tasks

For Upper Room Orders: (Obtain Bill to:# and Ship to:# from Treasurer. Change address of "Ship to:#" to your address via Customer Service 1-800-972-0433). **Try to order in January for the year (4 walks).**

1. Take inventory of crosses, purple worship books, service/reunion cards and Upper Room devotionals. Order needed items from Upper Room Website. Obtain site password instructions from the Chairperson. You need the Bill to Number (Customer Number) and the Ship to Number. Treasurer is automatically billed. Devotionals are free (You have to call the Upper Room site). Tags for crosses can be bought at Walmart, Office Max, etc.
2. Logistics will check supplies after each walk for next walk and will let Purchase chairperson know what is needed.. (Ask Logistics, kitchen, lay directors, etc.)
3. Purchase needed items. (Sam's, Walmart, GFS, etc., wherever it's cheapest) Submit receipts to Treasurer for reimbursement.
4. Logistics will organize Conference room tubs according to tub name. Keep skit stuff in separate tubs.
5. Logistics will prepare table buckets for each walk of required supplies
6. Communicate with Logistic, kitchen, and agape cabin about needed supplies for walks
7. If possible, help set up on Wednesday, and tear down on Sunday. This helps with the needed inventory list.

Once you receive the crosses, worship books, reunion cards, and devotionals, *you will give the required amount of each to the Lay Director before each walk.*

- a. Purple Worship books – ___ (each walk) (team members are encouraged to return their copy if they have the updated version)
You will have to print 3 songs on Avery 3 ½" x 5 " labels and put on right inside front cover of worship book (Sanctuary, Holy Spirit, & Sing Alleluia). Template/Some Avery labels in Purchasing/Supplies tub.
- b. Crosses – ___ (each walk)
- c. Reunion Cards – ___ (each walk)
- d. Upper Room Devotionals – ___ (each walk) – for month after pilgrims' walk

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- e. Name Tags for Crosses – ____ (each walk) (You can purchase at any store)

******Remind each Lay Director to return any extras to you in order to maintain an updated inventory******

****Lanyards for the crosses are made by a volunteer who will give them to the Lay Director****

General Tub Supplies:

- **For poster activities (NO loose glitter)**

scotch tape	rubber bands	stapler/staples	balloons
construction paper	glue/glue sticks	scissors	sticky notes
poster board (20 sheets)	ink pens	clothes pins	glitter glue
black/red markers	colored markers	pencils (sharpened)	index cards
pencil sharpener	rolls crepe paper	12 Kleenex	paper towels
yarn/string/fabric	rulers	other craft items	

- **Individual Table Buckets:**

2 good black markers	5-6 colored markers	glue/glue stick
scissors	scotch tape	2 sharpened pencils
pencil sharpener	stapler	extra pens
ruler	index cards	sticky notes
hole punch (not every tub will have one – there are 3, need to share)		

- **For refreshments:**(Kitchen chairperson will provide Coffee, Tea, hot chocolate, sugars and creamers for each walk)

300 sm/lg each paper plates	300 styrofoam cups	300 cold 10 oz drink cups
stir sticks	paper bowls	300 napkins
300 plastic knives	400 plastic spoons	500 plastic forks

- **Sundries, suggested items below are kept on table in the entrance area of the sleeping quarters for Pilgrims/team**

Bath soap	toothpaste & toothbrushes	dental Floss	hand lotion
razors/shaving cream	shampoo		

A standard First-Aid Kit needs to be in the Hallway outside of the Conference Room

Other items:

Cough Drops	Roloids/Tums	Benadryl tablets
Tylenol	Ibuprofen	Aspirin

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Laxatives	Alka Seltzer	Anti-diarrheal
Caladryl cream/lotion	Hydrocortizone cream	eye drops
Band-aids/sm/lg	allergy medicine	adhesive tape
Bee sting medicine	Tampons/sanitary napkins	
Peroxide	Q-tips	mosquito spray
Neosporin	gauze pads	ear plugs

Pilgrim candles/votives: Shannon Emery

Lanyards for crosses: Becky and Pastor Tom Snyder, Evy Buchanan and others

Notebooks for conference room pilgrims/team: provided by Jan Bell's share group

Group photos: Bruce Rookstool/ Dave Zeuch

Name tags: Registration

Bed tags: Registration

Updated by Evy Buchanan 8/31/23